



Job Opportunity

State Controller's Office

Position: Staff Services Manager I (Supervisor)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: June 29, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Maria Martinez, (916) 327-9469

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-560-4800-XXX
Ref.0628.BTA4

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of a Staff Services Manager II, the incumbent is responsible for managing, planning, and directing the activities of professional, technical, and clerical staff engaged in various Property Tax Postponement (PTP) program activities to protect the State's lien security, collect amounts due the State, determine the eligibility of claimants to participate in the program, and issue Certificates of Eligibility to qualified claimants.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Plan, organize, and direct staff associated with protecting the State's lien security and collecting amounts due the State for the Property Tax Postponement (PTP) program;
- Supervise and manage the workload of professional staff;
- Develop and monitor production and staffing plans;
- Plan, organize, and direct staff associated with determining the eligibility of claimants to participate in the PTP program and issuing Certificates of Eligibility to qualified claimants;
- Supervise and manage workloads of professional, technical, and clerical staff who review and process applications for the PTP program;
- Develop and implement lien management and collection policies and procedures;
- Evaluate current program operations, recommend improvements where needed, and implement improvements when resources are available;
- Act as a member of the Bureau of Tax Administration's management team in developing solutions to issues and business plans;
- Prepare probation reports and employee evaluations;
- Utilize appropriate hiring practices in filling vacancies and ensure appropriate training is provided to



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the staff;

- Communicate and provide technical advice and assistance to county tax collectors and assessors;
- Produce the PTP Guide to assist county tax collectors, assessors, and recorders;
- Supervise county tax collector activities relative to the PTP law;
- Provide information regarding the PTP law to the Department of Finance, Legislative Analyst's Office, legislative staff, attorneys, land title industry personnel, and other interested parties;
- Coordinate activities with the Information Systems Division related to the PTP mainframe system including maintenance and operations activities that are required to keep the system running properly and system development projects that are initiated to improve the efficiency of the system and/or the business processes.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Maria Martinez

Reference Number 051-560-4800-XXX Ref.0628.BTA4 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).